

Castaic Lake Water Agency

Santa Clarita, CA

Is Seeking An

ADMINISTRATIVE SERVICES MANAGER

*A key
leadership position
for an exciting
period of change . . .*



THE AGENCY

A State Water Project (SWP) contractor, the Castaic Lake Water Agency (CLWA) services an area of 195 square miles in Los Angeles and Ventura Counties, providing the treatment and conveyance facilities to deliver this water. CLWA is known for its state-of-the-art facilities and outstanding work environment.

The organization is governed by an 11-member board that is organized into three elective divisions. Presently, the Board is comprised of two directors from each division, an at-large director, and one director appointed by each of the retail purveyors. CLWA has four purveyors – the CLWA Santa Clarita Water Division, Los Angeles County Waterworks District #36, Newhall County Water District, and Valencia Water Company.

CLWA is located in northern Los Angeles County, near the Ventura County line with easy access to I-5. CLWA's wholesale service area supports a population of nearly 200,000. Geographically, the service area includes the Santa Clarita Valley and adjoining hill country through which runs the upper Santa Clara River. It includes the City of Santa Clarita and the communities of Canyon Country, Castaic, Newhall, Saugus, Stevenson Ranch and Valencia. Approximately 20 square miles of the CLWA service area covers unincorporated portions of Ventura County.

The Agency was created in 1962 by the State Legislature to contract with the State of California for water supplies from the Sacramento-San Joaquin Delta via the SWP. The current contractual supply is 95,200 acre-feet per year. In 1999, CLWA secured the stock of the Santa Clarita Water Company with 21,000 retail services (currently 24,000 retail services).

CLWA (including the Santa Clarita Water Division) operates with the support of 88 employees and an annual operating budget of \$21 million, a capital budget of \$12 million, and annual revenue of approximately \$62 million.

SANTA CLARITA – CLWA Headquarters

The City of Santa Clarita (pop. 151,000), home to CLWA headquarters, is located 35 miles northwest of downtown Los Angeles. The Santa Clarita Valley enjoys a mild Southern California Mediterranean climate. The City is the fourth largest city and, during 1990-2000, the second fastest growing city in Los Angeles County. The median home price in the Valley is \$321,000. Schools in the Santa Clarita Valley rank among the top ten percent in the State based on the California Assessment Program. The community's higher education needs are served by California State University at Northridge, California Institute of the Arts, The Master's College and College of the Canyons. Major employers in the Valley include Six Flags California, two school districts, the U.S. Postal Service, Princess Cruises, and College of the Canyons. Long recognized for its "safe" reputation, Santa Clarita ranked as the fifth safest city in the nation in 2002 for cities over 100,000 in population, and fourth safest in California.

Leading CLWA into the Future

*Building upon a long tradition of **continuous improvement**, the Agency completed an organizational assessment in late 2002. The acquisition of the Santa Clarita Water Company, which essentially doubled the staffing of the CLWA, coupled with the appointment of a new General Manager a year ago, presented an ideal opportunity for the organization to re-examine itself.*

*Among the recommendations in the final assessment is a **reorganization** of the Agency's management structure, which includes the addition of three key management positions. The recruitment of the new Administrative Services Manager presents a unique opportunity to help create an **exciting future** for this successful public agency.*

THE POSITION

The Administrative Services Manager (ASM) is one of three new positions created as a result of the recent organizational assessment. The final report included several recommendations relating to performance improvement, the alignment of resources and resource needs, and modernizing business practices. The other two new positions are Engineering and Operations Manager and Human Resources/Risk Management Supervisor. The latter position will report to the ASM along with the Controller and an Information Technology Supervisor. The new ASM will participate in the selection and hiring of the Human Resources/Risk Management Supervisor.

The ASM will have the rare opportunity to establish the new Administrative Services Department. The majority of responsibilities associated with this position include finance/accounting, human resources/risk management, and information technology. Due to the growth and success of the organization in recent years, it is critical that these functions be formalized and quickly organized to address the needs of the Agency, its valued employees, and customers. This position will also serve as the organization's Chief Financial Officer requiring special focus on long-range planning, debt financing, investments, etc. The ASM will be expected to serve as the key advisor to the General Manager and the Board on accounting, finance, human resources, and information technology issues. Department resources include a budget of almost \$1.0 million and a staff of five.



CURRENT ISSUES/PRIORITIES

Upon assuming the position, the ASM will need to dedicate his/her energy and attention to the following issues, in addition, to managing the day-to-day demands of the Department:

- Develop a cohesive vision and team for the Department.
- Assess staffing, overall resources, workload, and performance. Make recommendations for improvement and change based on findings.
- Identify and implement a contemporary and efficient records management and retention system and protocols.
- Oversee the implementation of a full-service human resources program including selection, recruitment, classification, compensation, training, performance appraisal, etc.
- Evaluate existing budget process and modernize as necessary.
- Study current investment strategies and develop long-term plan for continued prosperity.
- Implement a comprehensive risk management and safety program.
- Implement a variety of technology initiatives including the update of policies, protocols, and procedures; an information security assessment; and improved training programs.

EDUCATION AND EXPERIENCE

Prior senior management experience in administrative services including accounting, finance, human resources, and/or information technology is required. An exemplary track record in managing people and projects is a prerequisite for consideration. Candidates must have an unblemished reputation for maintaining unyielding integrity. Previous experience in working with elected and/or appointed officials will be judged favorably. A bachelor's degree in public or business administration, accounting, economics or related discipline is required and a master's degree in a similar discipline is highly desirable.

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IDEAL CANDIDATE

Desirable candidates for this new position will have a substantial and broad background in the areas of concentration under the Administrative Services Manager purview. A high degree of importance will be placed on knowledge and experience in public finance, accounting, and budgeting. Additionally, the ideal candidate must be a strong leader who demonstrates the following professional attributes:

- Outstanding interpersonal and people management skills.
- Operates with a sense of urgency and takes pride and ownership in his/her own enterprise.
- Exhibits an action and results oriented style that is embraced by his/her entire Department.
- Is comfortable with and motivated by managing a substantial portfolio of organizational priorities and has the ability to work autonomously.
- Can successfully manage projects from beginning to end with minimal oversight.
- Possesses a successful history of managing change/reorganization and establishing new teams and functions.
- Superior communicator who can interact impressively with all levels of the organization.
- Supports professional growth and serves as an effective coach and mentor for subordinates.
- Exhibits a proactive and innovative approach to addressing problems and challenges.



COMPENSATION

The annual salary for this position is open and negotiable DOQ. Along with a competitive salary range, the compensation package also includes attractive benefits of which the primary provisions are as follows:

Retirement – the Agency is a member of the California Public Employee's Retirement System (CalPERS) and pays the 7% employee contribution.

Health Insurance – CLWA pays for dental and vision for the employee and his/her family and makes a significant contribution towards a medical plan for employee and family, subject to co-pay depending on plan choice.

Life Insurance/Disability – the Agency covers \$100,000 in life insurance as well as a long-term disability plan.

Leave – In addition to standard sick and personal leave, CLWA will consider years of service in determining vacation accrual.

Deferred Compensation – Plan provides 50% agency contribution up to 3% of annual salary.

APPLICATION AND SELECTION PROCESS

To be considered for this rare opportunity, please submit a cover letter with current salary, resume, and three work-related references by **Friday, March 28, 2003** to:



Teri Black-Brann or John Shannon
SHANNON EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Tel: 916.263.1401 Fax: 916.561.7205
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/shannon

Following the recruitment period, resumes will be screened in relation to the criteria described in this brochure. Candidates with superior qualifications will receive preliminary interviews with the consultants. Those individuals deemed most qualified will be reported to the Agency. A final interview process designed and administered by the consultants will then be scheduled for selected candidates.

CLWA is an Equal Opportunity/ADA employer.